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Records 4
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RETURN TO

RECORDS MANAGEMENT DIVISION

MEMORANDUM FOR THE RECORD:

11 August 1955

SUBJECT: Request for Separate Area in the Records Center to House DD/P Materials

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1. On August 10th, Messrs. [REDACTED] of RI/DD/P met with Mr. [REDACTED], Acting Chief of the Agency Records Center [REDACTED] and myself to discuss DD/P requirements for a separate area in the Records Center to house their materials. This separate area would be accessible only to RI personnel and would be isolated from the remainder of the building by a heavy wire mesh partition and a three way combination lock.

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2. This discussion took place as a result of a request from Mr. [REDACTED], Chief, RI, that he has available for transfer immediately to the Records Center approximately 500 cu. ft. of material. Mr. [REDACTED] and myself inspected these materials with Mr. [REDACTED] of DD/P on 3 August. The records to be transferred pertain to OSS activities. They are now housed in the R & S Building.

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3. We have been reluctant to agree to RI's request for a separate area because such compartmentalization limits the effectiveness of the personnel assigned and prevents the most efficient utilization of the space. It also appears to be an unnecessary precaution inasmuch as access to the records can be restricted to the desired extent without a separate locked area. Furthermore, such separate areas were objectionable to [REDACTED] the prior and present [REDACTED]. It was their opinion that a separate area should not be secured for any component of the Agency because it is necessary to have access to all areas in the building for the purpose of maintenance, and to service the fire alarm and ADT alarm system. In addition, it was their opinion that such a requirement establishes a precedent for other offices to make similar requests.

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4. Mr. [REDACTED] was advised of these objections and he says that DD/P material cannot be transferred to the Center except under the conditions that he outlined. He further states that these special security requirements are imposed upon him by the [REDACTED] (formerly Staff C).

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5. Several offices in the Agency now house what they consider to be sensitive records in the Center. Access to them is limited to named individuals. In addition, these records are sealed with a gummed label indicating that it may not be broken except by the person named. Also one office seals its records with a steel band and indicates that this seal may not be broken except by designated persons. I proposed this method to Mr. [REDACTED] and it was not acceptable to him.

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6. Mr. [REDACTED] proposed that a separate area be set aside for DD/P, that it be made secure from other areas, it be equipped with a special combination lock and the combination to this lock would be retained by RI. In addition he proposed that one person from his organization be physically assigned [REDACTED], and when access to the area was necessary or when reference to the records was requested that this person would handle it. I advised Mr. [REDACTED] that such a proposal would have to be approved by [REDACTED]. I also advised him that it did not appear necessary to assign one person full time to this activity because the records are now considered to be inactive. Instead I proposed that one person from the Records Center TO be designated as the RI representative, and that that he would be the only one to have access to their records. Mr. [REDACTED] indicated that this proposal would not be acceptable to the [REDACTED] if, and he did not think it advisable to take it up with them.

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7. It was agreed that Mr. [REDACTED]'s proposal would be discussed with [REDACTED] and after I had an opportunity to discuss it with Mr. [REDACTED] and other interested persons we would advise him of the decision.

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